

Chapter X – HECB Secure Website

The Higher Education Coordinating Board has a secure website that houses all DHP forms, reports, and databases. In addition, the secure website has a secure file upload feature that allows reports to be submitted online, replacing the need to send reports by mail. Once an Electronic Access Agreement has been signed by the contracting organization, DHP staff will be able to submit reports online.

Each DHP contractor has identified those individuals who are to have access to the secure site, and those individuals have been registered on the secure site. You will need to contact HECB staff to obtain your Password.

Accessing the HECB Secure Website

The following steps should be used to access the HECB Secure Website:

1. Access the HECB Website at: www.hecb.wa.gov
2. Click on the second link on the left labeled: “For Aid Administrators” or type in:
3. <https://fortress.wa.gov/hecb/secure/login.asp>
4. Enter your email address and Password
5. Under Main Menu, click on the link to the Displaced Homemaker Program
6. You will see the available DHP forms, reports, and databases currently available

Accessing the Quarterly Report Form

Click on the 2003-2005 Quarterly Report link to download form. The report can be saved on your computer and updated each quarter. Submit the 2003-2005 Quarterly Report via the Document Submission link on the secure website. For detailed instructions, refer to the Document Submission section in this chapter.

Accessing the Financial Report Form

Click on the 2003-2005 Financial Report link to download the form. The report can be saved on your computer and updated each quarter. Submit the 2003-2005 Financial Report via the Document Submission link on the secure website. For detailed instructions, refer to the Document Submission section in this chapter.

Downloading the BESI Database

Click on the 2003-2005 BESI Database link to download the database. This database should be saved on your computer. BESI pre- and post-test scores can be added directly into the database. By downloading this database on your computer you will have access to reports detailing BESI scores for your program. Chapter VII of this handbook provides detailed instructions on how to use the database, run reports, and submit BESI scores to the HECB.

Submitting Client Forms Online

The Intake Form, Exit Form, and Follow up Form will be available online for input and submission at a later date. Client Forms may be submitted online or mailed to the HECB. Updates on submitting Client Forms online will be provided at a later date.

Document Submission

The Miscellaneous Document Submission link should be used to submit reports and forms. This allows you to submit files to the HECB in a protected and confidential manner. By federal and state mandate, any document or file that contains confidential, student-level information must be protected.

Submitting Reports

The updated 2003-2005 Quarterly Report and the updated 2003-2005 Financial Report must be submitted to the HECB before or on the due date.

The following steps should be used to submit reports through the HECB Secure Website:

1. On your computer, update the report, and save the updated version
2. Log on to the HECB Secure Website
3. Click on the link on the right labeled “Miscellaneous Document Submission”
4. Select **filename** (from your own computer) to upload by clicking on the **Browse** button
5. Select “Displaced Homemaker Program” from the **recipient** drop down menu
6. Type in a **description** of the file you're uploading in the space provided (i.e. Quarterly Report, etc.)
7. Click on the **Upload File** button

When you click on the Upload File button, your report will be submitted to the HECB and a box will be displayed that tracks the progress of the file transfer. Click on the “X” in the right hand corner to close the Progress Indicator Box. You will receive an email notifying you of receipt by HECB staff.

Important Note: All forms that require a signature and/or any document or correspondence that includes client’s social security numbers must be submitted to the HECB through the HECB Secure Website.